

**DISTRICT 9
TRAFFIC OPERATIONS
SPEED STUDIES/CENSUS TECHNICIAN
DUTIES STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE District 9 Traffic Operations	
WORKING TITLE Speed Studies/Census Technician	POSITION NUMBER	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the District Traffic Operations Engineer (Senior Transportation Engineer), the Speed Studies/Census Technician is responsible for traffic census and speed and other studies in the Caltrans District 9 Operations area.

DUTIES SHALL INCLUDE:

Percentage

Essential (E) / Marginal (M)

- 40% (E) - Perform speed, parking and special studies related to traffic regulations. Consults with local authorities and law enforcement agencies. Testifies in court on related issues as required.
- 30% (E) – Conducts vehicle classification and turning movement counts and related calculations and reporting. Produces average annual daily traffic (AADT) yearly summaries. Performs traffic index and design designation calculations
- 15% (E) – Convert existing hand drawn speed study mapping to Microstation files to make plotting future speed studies computerized. Maintain existing computerized speed study mapping.
- 10% (M) – Participates in traffic management team (TMT) during major incidents. Will drive and program changeable message sign trucks.
- 5% (M) – Makes travel time and delay studies and supports the traffic management center as required.

SUPERVISION EXERCISED OVER OTHERS

None.

SUPERVISION OR GUIDANCE RECEIVED

Works independently, but under general direction of the District 9 Traffic Operations Engineer, a Senior Transportation Engineer. Works closely with the District Census Coordinator, a Transportation Engineering Technician.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of highway design, traffic engineering, safety considerations, construction, planning, contract administration and department policies and procedures and the laws and regulations pertaining to vehicles traveling on State Highways.

The ability to work with others, to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence and effectively communicate verbally with other professionals inside and outside the department and the general public.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computer systems, as well as, to learn and adapt to new hardware and software. The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks, and the ability to work under pressure.

Must be able to analyze data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

The ability to travel if needed. This position may require occasional overnight travel to review or manage projects in the far reaches of the District. Travel may be required out of the district for training or to represent the branch at various meetings.

PUBLIC AND INTERNAL CONTACTS

This position has some interdepartmental and public contacts, both written and oral, to furnish information, coordinate traffic regulations and gather needed information. May

answer public inquiries and complaints regarding highway traffic matters. This position deals with local agency personnel, law enforcement, attorneys and court officers.

RESPONSIBILITY FOR DECISIONS - CONSEQUENCE OF ERROR

Poor judgment or decisions could produce inaccurate data and result in increased costs to the public and the State, inconsistent regulations and increased liability for the State.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time during meetings, using a computer keyboard and video display terminal, and while traveling to locations distant from the District office. Employee may be required to transport a laptop computer and portable printer while on field visits.

WORK ENVIRONMENT

Employee will be based at the District 9 Office, a climate-controlled office under artificial lighting. A significant portion of the time, the Employee works away from the office, usually traveling and working alone, sometimes for more than one day at a time. When in the field, the Employee works outside the vehicle and may be exposed to dirt, ice, strong winds, blowing dust, noise, uneven surfaces, extreme heat or cold.

Certification

I have read and understand the duties listed above and certify that I can perform the duties with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE Signature

DATE

Print Name

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR Signature

DATE

Print Name